



Department of Administrative Services State of Georgia Job Description

Category Manager

Job Code: 31813

Pay Grade: 19

Salary Range: \$50,653 - \$88,483

Job Description, Responsibilities, Standards, and Qualifications

Under general direction, serves as a supervisor over a specialized category in State Purchasing's Strategic Sourcing section. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned complex category(s). Develops and maintains effective working relationships with internal and external stakeholders. Manages category and vendor performance. May manage multiple categories.

Job Responsibilities & Performance Standards:

- 1. Develops, communicates, and implements procurement strategy for assigned category.**
 1. Maintains knowledge of multiple sub-categories within the major category of spend.
 2. Sets sourcing strategy based on overall procurement objectives, customer needs, supply market dynamics, technological changes in the marketplace, and other relevant factors.
 3. Sets strategic sourcing work plan and creates solicitation team.
 4. Effectively communicates category strategy to procurement management and strategic sourcing team.
- 2. Identifies and finalizes target savings for assigned category.**
 1. Validates addressable spend from spend analysis report.
 2. Benchmarks spend baseline against market to identify target savings.
 3. Revises target savings as necessary due to scope and information changes.
- 3. Supervises the development of Request for Quotes (RFQs), Request for Proposals (RFPs), and other solicitation documents based on specified sourcing strategies.**
 1. Ensures solicitation documents are developed in accordance with established procedures, formats, and deadlines.
 2. Oversees the technical writing of solicitation documents.
 3. Resolves issues with technical writing such as clarity of specification and grammatical errors.
 4. Ensures compliance with applicable laws, policies, and procedures.

- 4. Oversees strategic sourcing teams in the development of financial and technical evaluation criteria for more complex solicitations.**
 1. Selects key financial and technical criteria for vendor evaluation.
 2. Manages evaluation process and category team to identify vendor for negotiation and/or intent to award.
- 5. Develops negotiation strategies based on vendor response and market analysis to identify possible outcomes.**
 1. Leads negotiation with selected vendors.
 2. Negotiates with vendors in a tactful, respectful, and ethical manner.
 3. Guides the strategic sourcing team to award the contract to the most qualified vendor.
- 6. Serves as central point of contact for category customers and vendors.**
 1. Establishes and maintains effective channels of communication and working relationships with customers and vendors.
 2. Ensures that communication of solicitations is conducted in accordance with established formats and timeframes.
 3. Ensures all documents related to solicitation are captured in Document Retention.
 4. Answers protests and/or vendor questions for specific solicitations in accordance with established timeframes.
 5. Ensures that customer service standards are met in all procurement activities for category.
- 7. Manages category and contracts on an on-going basis in accordance with the overall category procurement strategy and priority targets.**
 1. Identifies and tracks reasons for state purchases made outside of established contracts.
 2. Addresses consistent buying activities outside of statewide contracts.
 3. Populates category departmental dashboards to report and track category performance.
 4. Monitors the life of contract to anticipate expiration dates and determine applicable strategies.
 5. Monitors vendor market to identify appropriate opportunities resulting from new product offerings and/or market shifts.
 6. Maintains understanding of the technical and commercial impacts of products/services on the customers.
 7. Understands the limitations of pre-developed templates and protocol.
 8. Monitors performance of vendors against statewide contract obligations and serves as a resource to resolve issues/problems.
 9. Sets strategy for vendor performance management and oversees vendor performance scorecard.
 10. Manages and facilitates the resolution of customer complaints.
- 8. Supervises analysts, consultants, and/or managers in performing procurement responsibilities for procurement category.**
 1. Recruits and hires staff with appropriate knowledge, skills, and abilities to achieve established goals.
 2. Provides staff with clear performance expectations and objectives.
 3. Tracks and reviews established metrics to evaluate the performance of assigned staff.
 4. Performs accurate and timely performance evaluations of assigned staff.
 5. Provides ongoing, constructive, and timely performance feedback and coaching to staff to encourage achievement of expectations.
 6. Identifies appropriate and cost-effective professional development opportunities for assigned staff.

9. Utilizes computer skills to create, manage, analyze, and document sizable datasets and /or research information.

1. Demonstrates strong computer skills in the utilization of appropriate software (e.g. Word, Excel, Access, PowerPoint).
2. Utilizes appropriate software to perform assigned responsibilities.
3. Understands and applies data management and basic data manipulation.

10. Participates in the identification, adoption, and implementation of best practices in the field of procurement.

1. Reviews day-to-day practices to identify possible areas for improved effectiveness and efficiency.
2. Maximizes the utilization of state resources and the achievement of cost savings in all activities.
3. Demonstrates drive and motivation in achieving established goals.
4. Ensures the delivery of consistent messages and direction for category team activities.

11. Assists with procurement application projects as needed.

1. Demonstrates a desire to learn and adopt new software, programs, and methodologies.
2. Participates in pilot projects and provides input as requested.

12. Develops and maintains professional knowledge of the procurement field and assigned category(s).

1. Complies with the Georgia Procurement Manual, procurement rules, and regulations in detail.
 2. Understands legal implications and possible complications.
 3. Identifies and attends appropriate training related to procurement field.
 4. Maintains current, broad knowledge of field and assigned categories by conducting appropriate research of trade journals, internet resources, and communications with peers and other experts as appropriate.
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Competencies:

1. Goal and Task Management (level 4)

- **Tracks and measures performance against objectives.**
 - Makes structured plan – accomplishes strategic short-term goals.
 - Adjusts goals based on new or additional information.
 - Sets goals above expected level; seeks additional challenges on the job.
 - Keeps personal log/tracking system of goals.
 - Meets and exceeds deadlines through efficient time management.

2. Decisiveness (level 5)

- **Decisive – commits to action.**
 - Makes decisions with ease.
 - Has resolve, commits to action.
 - Makes effective decisions when information is limited.

3. External Awareness (level 4)

- **Advanced knowledge.**
 - Advanced knowledge of trends and influences affecting the organization.
 - Utilizes tracking systems to assess trends and influences.
 - Reports information throughout the organization.

4. Integrity/Honesty (level 4)

- **Chooses ethical course in the face of pressure.**
 - Can be trusted to hold high-level clearance.
 - Chooses ethical course in the face of pressure.
 - Understands importance of maintaining confidentiality.

5. Written Communication (level 4)

- **Generates compelling written documents.**
 - Adjust words to add effect.
 - Uses one or two formal writing styles appropriate to one's field.
 - Writes documents which hold the reader's attention.

6. Negotiation and Influence (level 4)

- **Gains mutual support and buy-in.**
 - Considers others' needs to find agreeable solutions.
 - Uses awareness of varying backgrounds and beliefs in negotiations.
 - Influences others through modeling appropriate behavior.
 - Articulates positions that win acceptance, agreement, or behavior change.

7. Team Leadership (level 5)

- **Energizes team to succeed.**
 - Inspires team to exceed expectations.
 - Maintains organization objectives in guiding team.
 - Creates positive morale among employees.

Minimum Qualifications:

Completion of a Master's degree in business administration (MBA) or public administration (MPA) from an accredited college or university.

AND

Three years of professional procurement/sourcing experience, two years of which were in a supervisory capacity.

OR

Completion of a four-year degree from an accredited college or university

AND

Five years of professional procurement/sourcing experience, two years of which were in a supervisory capacity.

OR

Nine years of professional procurement/sourcing experience, two years of which were in a supervisory capacity.

OR

Two years of experience as an Associate Category Manager.

Preferred Qualifications:

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Certification as a Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Associate Contracts Manager (CACM), Certified Professional Contracts Manager (CPCM), or a Certified Purchasing Manager (CPM),
- Prior government procurement experience
- E-sourcing experience
- Experience using PeopleSoft Financials 7.2 or 8.8
- Procurement/sourcing experience in one or more categories in the following areas:
 - Services
 - Goods
 - Capital Expenditures
 - IT